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Ministry of  
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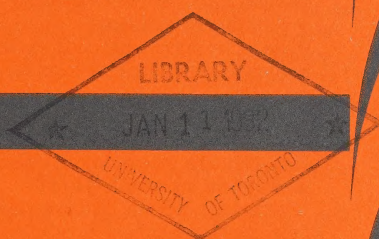
Johnson, M.D., Minister  
Deputy Minister

# Directory of Registered Private Vocational Schools 1981

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## Registration of Private Vocational Schools

Private vocational schools offering one or more of the training categories listed in this booklet are approved under The Private Vocational Schools Act.

Registered schools are required to make application for registration annually. Only those schools which applied for 1981 registration are listed in this directory.

Supervision of the operation of registered schools includes the approval of all advertising copy, graduation requirements, and fees charged for the courses. It also indicates that teacher qualifications are in accordance with the Act and that the courses registered have been reviewed for their validity.

Approval is required of accommodation, equipment, lighting and heating facilities.

This is a *partial list* of courses conducted by the schools.

Information regarding individual courses may be obtained by communicating directly with the appropriate school listed.

Many separate courses are available in each subject area. Courses vary widely in what they cover. For example, one course in radio may teach a student to repair radios, another may teach you to be an engineer with a broadcasting company. It is suggested that you write to the schools for complete information, and then choose the particular course you want.

The fact that two or more registered schools offer courses with similar titles does not mean that these courses are of equal merit or will be of equal value to you. It *does* mean that each school truthfully describes its offerings and that the fees charged are considered reasonable for the facilities available, and for the instruction and services rendered.

The PCEC is a professional association of private vocational schools in Ontario. In the address section of the directory, the designation PCEC denotes member schools.

*Further information may be obtained from*  
John B. Hay  
Superintendent of Private Vocational Schools  
Ministry of Colleges and Universities  
Mowat Block, Queen's Park  
Toronto, Ontario M7A 1B8  
(416) 965-5348

### Introduction

In choosing a vocation, it pays to select the educational institution which can best prepare you to compete in the job market. In certain fields, private vocational schools in Ontario can often provide a suitable alternative to the wide range of training offered by colleges and universities.

This booklet will help you select the registered private vocational school that is best suited to your needs. A few minutes' reading will help you to understand better what the schools offer and what costs and contract requirements are involved. It is important that you carefully consider your own aptitudes and career goals *before* you enrol.

### What are Private Vocational Schools?

The registered private vocational schools offer training programs which deal with a single occupation or a number of related occupations.

These privately owned and operated schools of business, trade and technology offer training in secretarial and clerical work, bookkeeping, computer science, radio announcing, drafting, salesmanship, fashion modelling, hotel-motel management, television electronics, court reporting, and other subjects. Programs may be provided in day or evening classes and, in many cases, by correspondence.

### Do I have to be a high school graduate to enrol in a Private Vocational School?

A high school diploma may be required for enrolment in certain courses. It may also be necessary to obtain employment, even if you have completed a training course designed to equip you with skills for the job.

### Where can I obtain specific information about a particular course?

Write to the school listed in this directory and request information relating to costs, course content, length of training, entrance requirements, and starting dates for courses.

### Are Private Vocational School Graduates accepted by employers?

No training program, be it in a college, university or a private vocational school, guarantees employment. A good course should, however, provide you with the skills to meet the minimum employment standards of a particular occupation.

A number of trades and vocations are regulated and require compulsory certification and apprenticeship training. Before enrolling in such a course, you should inquire whether credit towards certification will be given. Contact the Apprenticeship Branch, Ministry of Colleges and Universities, 10th floor, Mowat Block, Queen's Park, Toronto, Ontario M7A 1B8.

### What financial assistance is available?

A limited number of private vocational schools are eligible to participate in various government financial assistance programs for students. Normally this assistance will apply only to courses six months or longer, with an entrance requirement of secondary school graduation. For more complete details consult the Student Awards Branch, Ministry of Colleges and Universities, 8th floor, Mowat Block, Queen's Park, Toronto, Ontario M7A 2B4.

### A Private Vocational School sales representative must be licensed

Ontario law requires the school's agent to have a permit bearing the agent's name, and the name of the school represented, when meeting a prospective student away from the school. The representative's permit is endorsed by the Minister of Colleges and Universities as well as the Superintendent of Private Vocational Schools. An owner of a school is not required to have a permit if he or she does not enrol or sign contracts away from the premises of the school. *Do not deal outside the school with a representative who does not have such a permit.*

### What should I consider when enrolling in a Private Vocational School?

1. Make sure that the school is registered to operate in Ontario.
2. Be sure you can afford the total cost of enrolment fee, tuition, laboratory fees, books, transportation, room and board, etc.
3. Be realistic in evaluating your own aptitudes. Be sure you have the physical and mental qualities and educational background to profit from the course you are considering.
4. *Read the contract and be sure you understand it before you sign.* Don't be in a hurry. Your signature makes this contract legally binding. Get someone else to review the contract if you do not understand it, in its entirety.

A school is responsible only for those conditions or terms which appear in the contract and descriptive literature, nothing more. Any promises or statements that are made by the representative and are not contained in the contract or catalogue may not be the responsibility of the school.

5. Be sure you understand exactly how much it will cost if you interrupt your training. *The refund policy must be clearly stated on the contract.*
6. Are you willing to devote the time and energy needed to succeed in the course?
7. If possible, visit a school, see the facilities and equipment and talk with currently enrolled students or graduates. *Talk with employers who have hired graduates.*

Section 1 of this directory lists the courses available on a residence basis, full- or part-time.

Section 2 lists courses available by correspondence.

Section 3 lists the registered schools that offer the courses listed in the previous sections. The schools are listed in alphabetical order and are numbered for easy reference.

Should you be interested in either a residence or a correspondence course, turn to Section 1 or 2 respectively. The codes accompanying each course listing refer to the schools shown in Section 3 which offer that course.

Some correspondence courses require a terminal period of residence. Further information is available from individual schools.



## Section 1: Residence Courses

Courses	Schools
Accounting	13, 30, 116, 141, 145, 148, 164, 168
Air-Mixed Gas Course	21
Announcing (Radio and TV)	135, 187
Apprenticeship Baker Program	124
Artificial Nail Application	45
Audio Sound Productions	172
Bank Teller	13, 26, 109, 110, 111, 112, 113, 114, 124, 188
Bar Training	47, 110, 176
Blueprint Reading	95, 120
Bookkeeping	30, 139, 141, 145, 148, 157, 158, 164, 168, 177
Business Administration	124, 141, 145, 157, 158, 164, 168, 188, 190
Business Management	124, 145, 188
Ceramics	25
Clerical	29, 42, 94, 106, 124, 126, 132, 141, 143, 145, 157, 158, 164, 168, 188, 190, 191
Computer Engineering Technology	1, 24, 28
Computer Operator	24, 28
Computer Programming	1, 24, 30, 32, 92, 93, 97
Computer Technology	24, 28
Cosmetology	12, 15, 125, 128, 185, 186, 192
Court Reporting	153
Culinary Arts	124
Customer Relations	108
Data Entry Operator	13, 24, 26, 30, 31, 92, 97, 109, 110, 111, 112, 113, 114, 116, 124, 140, 188
Data Processing	32, 92, 97, 116
Dental Office Assistant	22, 23
Dicta Typing	29, 42, 43, 164, 191
Drafting	95
Draping	2
Dressmaking and Design	41
Electrical Estimating	151
Electric Heating	151
Electrolysis	15, 37, 38, 51, 98, 115, 192
Electronics (Various)	1, 32, 152, 153
Engineering, Electrical	1
Engineering, Electronic	1, 32, 152
Esthetician	15, 51, 98, 119, 128, 147, 169, 192
Export-Import	164
Farrier	17
Fashion Commentating	40
Fashion Design	2, 41
Fashion Merchandising	44, 164
Floristry	178
Haute Couture Techniques	2, 41
Heavy Equipment Operating	35
Home Improvement (Dry Wall)	162
Horseshoer	17
Hotel Operations	22, 23
Hyperbaric Chamber Operator	21
Income Tax	4, 49, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 148, 149, 150, 173
Make-Up Artist (Stage, etc.)	9, 36, 100, 102, 103, 104, 128, 147, 155, 160, 161, 185
Massage and Hydrotherapy	12, 119, 170
Mechanical (Plumbing and Heating) Estimating	151
Medical Office Assistant	22, 23
Medical Office Practice	22, 23
Medical Records and Terminology	92
Medical Transcription	92
Millinery	2
Modelling	6, 7, 8, 9, 33, 36, 39, 40, 46, 48, 52, 100, 101, 102, 103, 104, 105, 107, 118, 122, 125, 127, 155, 156, 163, 166, 171, 174, 183, 184
Motel Operations	22, 23
Office Practice and Management	164
Pattern Drafting (Fashion)	2, 41
Pattern Making	2, 41
Photography (Modelling)	33, 36, 39, 125, 127, 174
Professional Sewing	2, 41
Receptionist	106, 124, 145, 157, 158, 188
Salesmanship (Dale Carnegie)	108
Secretarial	13, 29, 43, 91, 94, 106, 116, 124, 126, 132, 138, 140, 141, 143, 145, 164, 168, 188, 190, 191
Secretarial, Accelerated	42, 43, 106, 145
Secretarial, Bilingual	117, 121
Secretarial, Executive	13, 42, 43, 124, 141, 145, 168, 188, 191
Secretarial, Legal	13, 42, 43, 91, 92, 94, 106, 124, 141, 145, 154, 168, 188, 190, 191
Secretarial, Medical	42, 43, 91, 92, 106, 124, 132, 141, 145, 154, 168, 188, 190, 191
Shorthand	42, 124, 154, 168, 191
Stenography	29, 94, 106, 132, 141, 143, 145, 157, 158, 164, 168, 190
Stenotype	153
Systems Analysis and Design	32, 92, 93
Tailoring	2, 41
Tractor-Trailer Training	3, 14, 35, 131, 144, 146, 180, 181
Travel Counsellor	13, 20, 22, 23, 26, 99, 109, 113, 114, 124, 130, 179, 188, 189
Television Film Production	135, 187
Typing	29, 92, 94, 124, 132, 133, 143, 154, 157, 158, 164, 177, 188, 191
Underwater Photo/TV	21
Upholstery	16, 142
Welding (Various)	11, 50, 95, 120, 123, 134
Word Processing	26, 29, 31, 42, 91, 92, 132, 140, 164, 191

## Section 2: Correspondence Courses

Courses	Schools
Accounting	22, 23
Air Conditioning and Refrigeration	96
Aircraft Mechanics	96
Announcing (Radio and TV)	137
Appliance Servicing	53, 129
Art, Commercial	53
Art, Fundamentals	5
Bar Training	19
Blueprint Reading	53
Bookkeeping	53, 136, 148, 165
Business Administration	53
Business Management	53, 96, 134
Clerical	10, 53
Computer Programming	129
Computer Technology	53
Culinary Arts	53
Data Processing	53
Dental Office Assistant	22, 23
Dental Office Procedures	4
Diesel Engines	53, 96
Dog Breeder (Canine Care)	159
Drafting	96
Dressmaking and Design	53
Electrician	83, 96
Electrolysis	37
Electronics (Various)	1, 92, 96, 129
Engineering, Chemical	53, 96
Engineering, Civil	53, 96
Engineering, Electrical	53, 96
Engineering, Electronic	1, 53, 96
Engineering, Industrial	53, 96
Engineering, Mechanical	53, 96
Engineering, Professional License	53
Engineering, Structural	96
Esthetician	98
Export-Import	165
General Record Keeping	10
Heating and Ventilation	53, 96
Hotel Operations	19, 22, 23, 96
Income Tax	18, 27, 173, 182
Interior Design	4, 96
Investigation and Security	53
Journalism	53
Kennel Operator	158
Library Science	53
Management Accounting	53, 96, 136
Management, Small Business	53, 96
Management, Traffic	53
Marketing	53
Mechanical Courses (Motor)	96

Medical Office Assistant	22, 23
Medical Office Practice	4, 92
Medical Records and Terminology	4, 92
Medical Transcription	4, 92
Motel Operations	19, 22, 23, 96
Motor Mechanics	96
Office Practice and Management	53, 96, 148
Paste-Up (Graphic Arts)	53
Photography	53
Power Plant Engineering and Operation	165
Purchasing	53
Quality Control	175
Radio and Television Announcing	137
Receptionist	53
Retailing	53
Salesmanship	148
Secretarial	10, 53, 96, 136
Secretarial, Executive	53, 136
Secretarial, Medical	92
Shorthand	165
Stationary Engineering	165
Stenography	53
Systems Accounting (Computer)	53
Systems Analysis and Design	53
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Television Copywriting	137
Television Servicing	96
Textiles	53
Tractor-Trailer Training	14
Travel Counsellor	19, 189
Typing	4, 148, 165
Upholstery	167



## Section 3:

## Schools

1. A.M.J. Electronic College  
275 First Avenue  
Ottawa K1S 2G7  
Telephone: (613) 238-2800  
Manager: Mr. A.M. Jotoff  
PCEC
2. Academie des Couturiers Canadiens (L')  
Mail only:  
423 Sussex Drive  
Ottawa K1N 6Z3  
Training:  
267 Dalhousie Street  
Ottawa  
Telephone: (613) 238-5233  
Manager: Mr. R. Robinson
3. Ace Driver Training Inc.  
Mail only:  
7 Priscilla Lane  
Hamilton L8E 3K9  
Training:  
132 Bancroft Street  
Hamilton  
Telephone: (416) 560-9122  
Manager: Mr. P. Botermans
4. Allstate Technical Schools, Inc.  
2221 Yonge Street  
Suite B-100  
Toronto M4S 2B1  
Telephone: (416) 481-8578  
Manager: Mr. A. Bhatti  
PCEC
5. Art Instruction Schools, Inc.  
53 Highcroft Road  
Barrie L4N 2X6  
Telephone: (705) 726-8351  
Manager: Mr. G. Worrall
6. Auston Professional Modelling of Toronto Inc.  
920 Yonge Street  
Suite 104  
Toronto M4W 3C7  
Telephone: (416) 961-9918  
Manager: Mr. R. Parr
7. Auston Professional Modelling of Windsor Inc.  
2853 Howard Avenue  
Windsor N8X 3Y4  
Telephone: (519) 969-8617  
Manager: Mr. R. Parr
8. Barbizon School of Toronto Inc.  
55 Avenue Road, Suite 2300  
Toronto M5R 3L2  
Telephone: (416) 960-8888  
Manager: Ms. I. Schuster
9. Cameo School of Self Improvement and Modelling Ltd.  
379 Queen Street South  
Kitchener N2G 1W6  
Telephone: (519) 744-8989  
Manager: Mrs. J. Heaton
10. Canada College  
Mail only:  
P.O. Box 293  
Station M  
Toronto M6S 4T3  
Training: 39 Grenadier Heights  
Toronto M6S 2W5  
Telephone: (416) 766-9456  
Manager: Mr. C. Dorevich
11. Canada Welding Trade School  
26 Balsam Avenue North  
Hamilton L8L 6Y2  
Telephone: (416) 544-1284  
Manager: Mr. J. MacDonald
12. Canadian College of Massage and Hydrotherapy  
Mail only:  
P.O. Box 983  
Sutton West L0E 1R0  
Training:  
85 Church Street  
Sutton  
Telephone: (416) 722-3162  
Manager: Mrs. E. Szasz  
PCEC
13. Canadian Institute of Business Ltd.  
Mail only:  
85 Lyndale Crescent  
Woodstock N4S 7S8  
Training:  
210 Dundas Street  
London  
Telephone: (519) 672-9520  
Manager: Mr. R. Tahlian
14. Canadian Institute of Tractor Trailer Training Ltd.  
Mail only:  
207 Queen's Quay West  
Suite 318  
Toronto M5J 1A7  
Training:  
Base Line Road  
Sutton West  
Telephone: (416) 864-9381  
Manager: Mr. R.E. King  
PCEC
15. Canadian School of Cosmetics, Esthetics and Electrolysis  
825 Eglinton Avenue West  
Toronto M5N 1E7  
Telephone: (416) 781- 9793  
Manager: Mrs. P. Ivanova
16. Canadian School of Custom Upholstery  
111 Tycos Drive  
Toronto M6B 1W3  
Telephone: (416) 781- 6601  
Manager: Mr. M. Lany  
PCEC
17. Canadian School of Horseshoeing  
R. R. #2  
Guelph N1H 6H8  
Telephone: (519) 824-5484  
Manager: Mr. B. Jones
18. Canadian School of Tax Accounting  
150 Eglinton Avenue East  
Suite 101  
Toronto M4P 1E8  
Telephone: (416) 488-5404  
Manager: Mr. D.C. Smylie
19. Canadian School of Travel  
2221 Yonge Street  
Toronto M4S 2B1  
Telephone: (416) 481- 2214  
Manager: Mr. M.K. Panjvani  
PCEC
20. Canadian Travel School Corporation  
33 Bloor Street East  
Suite 203  
Toronto M4W 3H1  
Telephone: (416) 968-6333  
Manager: Mr. D. R. Cooper
21. Canadian Underwater Training Centre  
417A Queen's Quay West  
Toronto M5V 1A2  
Telephone: (416) 363- 6822  
Manager: Mr. V.L. Pavuls
22. Career Canada Ltd.  
55 Queen Street East  
Toronto M5C 1R6  
Telephone: (416) 363- 3721  
Manager: Mr. J.M. McSween  
PCEC
23. Career Canada Ltd. (Ottawa)  
2315 Riverside Drive  
Billings Bridge Plaza  
Ottawa K1H 7X6  
Telephone: (613) 523-8355  
Manager: Mrs. Y. Watson
24. Career Learning Centres  
4881 Yonge Street  
Suite 600  
Willowdale M2N 5X3  
Telephone: (416) 226-9111  
Manager: Mr. J.D. Bogaerts  
PCEC
25. Cedarwood Ceramics  
950 Sheppard Avenue  
Pickering L1V 1B1  
Telephone: (416) 686-1123  
Manager: Mr. W. Alcock
26. Century Business Academy Inc.  
43 Eglinton Avenue East  
Suite 606  
Toronto M4P 1A2  
Telephone: (416) 486-6772  
Manager: Mr. T. Behich
27. City Income Tax and Book-keeping Service  
Mail only:  
P.O. Box 942  
Cornwall K6H 5V1  
Training:  
1380 Second Street East  
Cornwall  
Telephone: (613) 933-0714  
Manager: Mr. D.W. Liboirion  
PCEC
28. Control Data Institute  
50 Hallcrown Place  
Willowdale M2J 1P7  
Telephone: (416) 491-9191  
Manager: Mr. A.T. Murray  
PCEC
29. Cooksville Business School  
95 Dundas Street West  
Mississauga L5B 1H7  
Telephone: (416) 279-7980  
Manager: Ms. G.L. Scanlan

- 
30. D.M.D. Career Training Inc.  
Suite 103  
232 King Street North  
Waterloo N2J 2Y7  
Telephone: (519) 886-6511  
Manager: Ms. D.M. Driscoll
- 
31. Data Entry Personnel and Tuition Ltd.  
2433 Ventura Drive  
Oakville L6L 2H5  
Telephone: (416) 827-3785  
Mr. G.D. Fraser
- 
32. DeVry Institute of Technology, a Division of  
Bell & Howell Ltd.  
2201 Finch Avenue West  
Weston M9M 2Z4  
Telephone: (416) 741-9220  
Manager: Mr. P.J. Dykstra  
PCEC
- 
33. Dorie Modelling Ltd.  
28 Dundas Street East  
2nd Floor  
Mississauga L5A 1W2  
Telephone: (416) 275-9604  
Managers: Ms. D. Wimmer-Barnhart/  
Mr. R.E. Barnhart
- 
34. E.B.S. Services of Canada Ltd.  
2897 Danforth Avenue  
Toronto M4C 1M3  
Telephone: (416) 699-0266  
Manager: Mr. D. Hayden
- 
35. Eastern Ontario School of Trucking Ltd.  
P.O. Box 946  
R.R. #5, Del Zotto Avenue  
Ottawa K1G 3N3  
Telephone: (613) 822-2011  
Manager: Mr. D. Sutherland  
PCEC
- 
36. Eleanor Fulcher Ltd.  
667 Yonge Street  
2nd Floor  
Toronto M4Y 1Z9  
Telephone: (416) 924-9633  
Manager: Ms. E. Fulcher  
PCEC
- 
37. Electrolysis Educational Institute  
2 Carleton Street  
Suite 1421  
Toronto M5B 1J3  
Telephone: (416) 977-7343  
Manager: Ms. V.F.A. Bellefeuille  
PCEC
- 
38. Electrolysis School of Canada Inc.  
6075 Yonge Street  
Willowdale M2M 3W4  
Telephone: (416) 221-3363  
Manager: Mrs. M.E. Clark  
PCEC
- 
39. Elegance School of Self Improvement and  
Modelling  
Mail only:  
15 Gustin Avenue  
Lambeth N0L 1S0  
Telephone: (519) 652-3157  
Training:  
190 Wortley Road  
London  
Telephone: (519) 472-4375  
Manager: Mrs. P. Hugill
- 
40. Elen Henderson Finishing and Modelling  
Agency Ltd.  
1262 Don Mills Road  
Suite 18-19  
Don Mills M3B 2W7  
Telephone: (416) 444-9571  
Manager: Mrs. S. Cheatley  
PCEC
- 
41. Ellen Peterson's Fashion Institute  
Mail only:  
P.O. Box 3271, Station D  
Willowdale M2R 3G6  
Training:  
Suite N-5  
Towne & Countrie Square  
Yonge Street & Steeles Avenue  
Willowdale  
Telephone: (416) 222-4533  
Manager: Mrs. E. Peterson  
PCEC
- 
42. Ethel Gould Business College  
1304 Wellington Street  
Ottawa K1Y 3B2  
Telephone: (613) 729-8151  
Managers: Mr. F.E. Kajfes/  
Mr. M.T. Valentine
- 
43. Etobicoke Business College  
4127 Dundas Street West  
Toronto M8X 1X2  
Telephone: (416) 233-5471  
Manager: Miss B. Rowett  
PCEC
- 
44. The Fashion Institute of Canada  
Mail only:  
2436 Yonge Street  
Toronto M4P 2H4  
Training:  
2409 Yonge Street  
Toronto  
Telephone: (416) 481-6477  
Manager: Mrs. C. Norman
- 
45. Fingernail Training Academy  
4914A Yonge Street  
Willowdale M3N 5N5  
Telephone: (416) 222-4151  
Manager: Mrs. I. Toshack
- 
46. Flare School of Modelling and Self  
Improvement  
23 Parkside Drive  
Newmarket L3Y 4R6  
Telephone: (416) 898-1149  
Manager: Mrs. H. Main
- 
47. Frabon Enterprises Ltd.  
2460 Anson Drive  
Unit 2  
Mississauga L5S 1G7  
Telephone: (416) 677-8720  
Manager: Mr. F. Viragh
- 
48. Gemini School of Self Improvement and  
Modelling Ltd.  
190 Victoria Street South  
Kitchener N2G 2B9  
Telephone: (519) 578-7520  
Manager: Mrs. C. Benn
- 
49. General Tax Schools  
2039 Yonge Street  
Toronto M4S 2B1  
Telephone: (416) 488-7873  
Manager: Ms. D. Gardiner
- 
50. General Welding School Ltd.  
61-63 Jarvis Street  
Toronto M5C 2H2  
Telephone: (416) 363-7635  
Manager: Mr. J. R. Lee
- 
51. Gina's School of Aesthetics and  
Electrolysis  
6 Regina Road North  
Waterloo N2J 2Z5  
Telephone: (519) 886-2090  
Manager: Mr. C. DeCicco
- 
52. Gloria Moody Charm and Modelling School  
Mail only:  
1420 Isabella Street  
Thunder Bay P7E 5B9  
Training:  
YM-YWCA  
132 Archibald Street  
2nd Floor  
Thunder Bay  
Telephone: (807) 622-9084  
Manager: Mrs. G. Moody
- 
53. Granton Institute of Technology  
263 Adelaide Street West  
Toronto M5H 1Y2  
Telephone: (416) 364-5218  
Manager: Mr. C.R.C. Hope  
PCEC
- 
54. H & R Block  
Mail only:  
Box 1690  
Atikokan P0T 1C0  
Training:  
145 Elm Crescent  
Atikokan  
Telephone: (807) 597-6456  
Manager: Ms. Kaartinen
- 
55. H & R Block  
41 Yonge Street South  
Aurora L4G 1L8  
Telephone: (416) 727-5504  
Manager: Ms. J. Cummings
- 
56. H & R Block  
55 Dunlop Street West  
Barrie L4N 1A3  
Telephone: (705) 726-3822  
Manager: Mr. T.E. McBride
- 
57. H & R Block  
298 Coleman Street  
Belleville K8P 3J1  
Telephone: (613) 966-3742  
Manager: Mr. B. Fyke
- 
58. H & R Block (Canada) Ltd.  
80-A Queen Street West  
Brampton L6X 1A3  
Telephone: (416) 272-1110  
Manager: Mr. W. Langdon
- 
59. H & R Block (Canada) Ltd.  
53 Colborne Street  
Brantford N3T 2G4  
Telephone: (519) 759-3560  
Manager: Mr. R. Landry
- 
60. H & R Block (Canada) Ltd.  
Mail only:  
1315 Main Street East  
Hamilton L8K 1B4  
Training:  
498 Brant Street  
Burlington  
Telephone: (416) 547-7585  
Manager: Mr. D. Doherty
-



61. H & R Block  
11 Argyle Street North  
Caledonia N0A 1A0  
Telephone: (416) 765-6436  
Manager: Mr. R. Pleasance
62. H & R Block (Canada) Ltd.  
Mail only:  
693 King Street West  
Kitchener N2G 1C9  
Training:  
32 Water Street South  
Cambridge  
Manager: Mr. A. Hall
63. H & R Block  
127 St. Clair Street  
Chatham N7L 3J2  
Telephone: (519) 352- 6712  
Manager: Mr. I. Cameron
64. H & R Block  
229 Chestnut Street  
Dunnville N1A 2H2  
Telephone: (416) 774-7015  
Manager: Mr. L. Topolinsky
65. H & R Block (Canada) Ltd.  
Mail only:  
5904 Main Street  
Niagara Falls L2G 5Z8  
Training:  
70 Jarvis Street  
Fort Erie  
Telephone: (416) 356-4731  
Manager: Mr. J.D. McLean
66. H & R Block (Canada) Ltd.  
Mail only:  
693 King Street West  
Kitchener N2G 1C9  
Training:  
123 Woolwich Street  
Guelph  
Telephone: (519) 743-0372  
Manager: Mr. A. Hall
67. H & R Block (Canada) Ltd.  
1315 Main Street East  
Hamilton L8K 1B4  
Telephone: (416) 547-7585  
Manager: Mr. D. Doherty
68. H & R Block (Canada) Ltd.  
40 Princess Street  
Kingston K7L 1A4  
Telephone: (613) 548-4446  
Manager: Mr. J. Jeavons
69. H & R Block (Canada) Ltd.  
Mail only:  
693 King Street West  
Kitchener N2G 1C9  
Training:  
2359 Kingsway Drive  
Kitchener  
Telephone: (519) 743-0372  
Manager: Mr. A. Hall
70. H & R Block  
24 Erie Street North  
Leamington N8H 2Z3  
Telephone: (519) 326-1135  
Manager: Ms. C.A. Nesbitt
71. H & R Block (Canada) Ltd.  
572 Dundas Street  
London N6B 1W8  
Telephone: (519) 438-6511  
Manager: Mr. J. Langdon
72. H & R Block (Canada) Ltd.  
3045 Hurontario Street  
Mississauga L5A 2G9  
Telephone: (416) 272-1110  
Manager: Mr. W. Langdon
73. H & R Block (Canada) Ltd.  
5904 Main Street  
Niagara Falls L2G 5Z8  
Telephone: (416) 356-4731  
Manager: Mr. J. McLean
74. H & R Block (Canada) Ltd.  
121 Kerr Street  
Oakville L6K 3A4  
Telephone: (416) 272-1110  
Manager: Mr. W. Langdon
75. H & R Block (Canada) Ltd.  
15 Bond Street East  
Oshawa L1G 1A8  
Telephone: (416) 723-7071  
Manager: Mr. N. Egerton-Jones
76. H & R Block (Canada) Ltd.  
593½ Bank Street  
Ottawa K1S 3T4  
Telephone: (613) 232-1168  
Manager: Mr. G. Gauvin
77. H & R Block  
781-2nd Avenue East  
Owen Sound N4K 2G9  
Telephone: (519) 376-8641  
Manager: Mr. E.D. Ford
78. H & R Block (Canada) Ltd.  
418 Water Street  
Peterborough K9H 3L8  
Telephone: (705) 743-3641  
Manager: Mr. J. Capobianco
79. H & R Block (Canada) Ltd.  
Mail only:  
5904 Main Street  
Niagara Falls L2G 5Z8  
Training:  
Graham Plaza  
St. Catharines  
Telephone: (416) 356-4731  
Manager: Mr. J.D. McLean
80. H & R Block (Canada) Ltd.  
Mail only:  
572 Dundas Street  
London N6B 1W8  
Training:  
468 Talbot Street  
St. Thomas  
Telephone: (519) 438-6511  
Manager: Mr. J. Langdon
81. H & R Block (Canada) Ltd.  
104 South Christina Street  
Sarnia N7T 2M6  
Telephone: (519) 337-8531  
Manager: Mr. J. Paterson
82. H & R Block (Canada) Ltd.  
134-B Gore Street  
Sault Ste. Marie P6A 1M1  
Telephone: (705) 949-1219  
Manager: Mr. S. Kennedy
83. H & R Block (Canada) Ltd.  
46 Wellington Street  
Stratford N5A 2L2  
Telephone: (519) 273-3758  
Manager: Mr. M. Sonik
84. H & R Block (Canada) Ltd.  
1014 Victoria Avenue East  
Thunder Bay P7C 1B6  
Telephone: (807) 623-0131  
Manager: Ms. M. McDougall
85. H & R Block  
36 Pine Street South  
Timmins P4N 7W7  
Telephone: (705) 267-5652  
Manager: Mr. G. LePage
86. H & R Block (Canada) Ltd. Tax Training  
Institute  
3-3440 Pharmacy Avenue  
Scarborough M1W 2P8  
Telephone: (416) 497-0774  
Manager:
87. H & R Block (Canada) Ltd.  
2059 Yonge Street  
Toronto M4S 2A2  
Telephone: (416) 485- 1141  
Manager: Mr. R. Osborne
88. H & R Block (Canada) Ltd.  
21 Hellens Avenue  
Welland L3B 3A8  
Telephone: (416) 735- 3510  
Manager: Mr. J. McLean
89. H & R Block (Canada) Ltd.  
1478 Wyandotte Street East  
Windsor N9A 1S6  
Telephone: (519) 252-7131  
Manager: Mr. C. Verbeek
90. H & R Block  
361 Dundas Street  
Woodstock N4S 1B6  
Telephone: (519) 539-2461  
Manager: Mr. T.R. Blitz
91. Hamilton Secretarial College  
Mail only:  
36 James Street South  
Hamilton L8P 2Y2  
Training:  
12th Floor  
Pigott Building  
Hamilton  
Telephone: (416) 527-5331  
Manager: Mr. E. H. Schellenberg  
PCEC
92. Herzing Institutes of Canada  
Suite 310  
164 Eglinton Avenue East  
Toronto M4P 1G4  
Telephone: (416) 484-6996  
Manager: Mr. J.B. Murchie  
PCEC
93. Honeywell Institute for Continuing Studies  
300 Yorkland Boulevard  
Willowdale M2J 1S1  
Telephone: (416) 491-1300  
Manager: Mr. R.B. Marriott
94. Huntsville Secretarial Teaching Service  
19 Rogers Road  
Huntsville P0A 1K0  
Telephone: (705) 789-4267  
Manager: Mrs. M. Cockram  
PCEC
95. Institute of Technical Trades Ltd.  
734 Kipling Avenue  
Toronto M8Z 5G5  
Telephone: (416) 255- 2369  
Manager: Mr. E.T. O'Shaughnessy  
PCEC



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96. International Correspondence Schools Canadian, Ltd.  
859 Kingsmere Avenue  
Ottawa K2A 3J8  
Telephone: (613) 722-2149  
Manager: Mr. J.G. Shaughnessy  
PCEC
- 
97. International Data Processing Institute (Hamilton) Ltd.  
139 King Street East  
Hamilton L8N 1B1  
Telephone: (416) 528-1108  
Manager: Mr. W.J. Bodner  
PCEC
- 
98. International School of Haute Esthetique Edith Serei Inc.  
181 Eglinton Avenue East  
Toronto M4P 1J9  
Telephone: (416) 482-2773  
Manager: Ms. M. Kurbegovich  
PCEC
- 
99. International School of Travel  
2269 Yonge Street  
Toronto M4P 2C7  
Telephone: (416) 486-7788  
Manager: Mr. R.D. Mowder
- 
100. International Top Models  
153½ King Street East  
Hamilton L8N 1B1  
Telephone: (416) 528-0021  
Manager: Mrs. A. Bell
- 
101. International Top Models  
39 Water Street North  
Kitchener N2H 5A6  
Telephone: (519) 578-3880  
Manager: Mrs. A. Bell
- 
102. International Top Models  
272 Dundas Street  
London N6B 1T6  
Telephone: (519) 438-4137  
Manager: Mrs. A. Bell
- 
103. International Top Models  
185 Somerset Street West  
Suite 201  
Ottawa K2P 0J2  
Telephone: (613) 236-9575  
Manager: Mrs. A. Bell
- 
104. International Top Models  
709 Yonge Street  
Toronto M4Y 2B4  
Telephone: (416) 923-7200  
Manager: Mrs. A. Bell
- 
105. Jean Banfield Charm and Modelling School  
1884 Eglinton Avenue East  
Suite 227  
Scarborough M1L 2L1  
Telephone: (416) 752-3331  
Manager: Ms. K. Eluck
- 
106. The Johnson Business Academy Ltd.  
2nd Floor  
Tope Building  
719 Main Street West  
Hamilton L8S 1A3  
Telephone: (416) 523-4494  
Manager: Mrs. M.R. Johnson
- 
107. Judy Welch  
21 Roxborough Street West  
Toronto M5R 1T9  
Telephone: (416) 924-7474  
Manager: Ms. J. Welch
- 
108. K. D. Crone and Associates Inc.  
1814-A Eglinton Avenue East  
Scarborough M1L 2L2  
Telephone: (416) 752-7112  
Manager: Mr. K.D. Crone  
PCEC
- 
109. Karen Hall Careers  
36 James Street South  
Hamilton L8P 2Y2  
Telephone: (416) 824-5235  
Manager: Ms. S. Mossindy
- 
110. Karen Hall Careers  
10 Young Street  
Kitchener N2H 4Y8  
Telephone: (519) 743-4691  
Manager: Ms. K.J. Hall
- 
111. Karen Hall Careers  
Mail only:  
10 Young Street Kitchener N2H 4Y8  
Training:  
111 Waterloo Street  
London N6B 2M6  
Telephone: (519) 432-1020  
Manager: Ms. K.J. Hall
- 
112. Karen Hall Careers  
93 Dundas Street East  
Suite 107  
Mississauga L5A 1W7  
Telephone: (613) 276-2683  
Manager: Mr. E. Bacon
- 
113. Karen Hall Careers  
280 Albert Street  
Suite 203  
Ottawa K1P 5G8  
Telephone: (613) 235-0867  
Manager: Ms. S. Mossindy
- 
114. Karen Hall Careers  
1814-A Eglinton Avenue East  
Suite 208  
Scarborough M1L 2L2  
Telephone: (416) 751-3324  
Manager: Ms. K.J. Hall
- 
115. Kathleen's Electrolysis and Training Centre  
7205 Goreway Drive  
Upper Level 1, Westwood Mall  
Mississauga L4T 2T8  
Telephone: (416) 677-5891  
Manager: Ms. K. Miller
- 
116. King's Business College Ltd.  
1119 Victoria Avenue East  
Thunder Bay P7C 1B7  
Telephone: (807) 622-7061  
Manager: Mr. G.E. Trawa  
PCEC
- 
117. LaFortune Business College  
447 Sussex Drive  
Ottawa K1N 6Z4  
Telephone: (613) 233-4791  
Manager: Mr. D. LaFortune  
PCEC
- 
118. Lakehead Modelling School and Agency  
176 Rupert Street  
Thunder Bay P7B 3X1  
Telephone: (807) 344-5973  
Manager: Ms. P. Potts
- 
119. Lam School of Advanced Esthetics  
2130 Lawrence Avenue East  
Suite 201  
Scarborough M1R 2Z8  
Telephone: (416) 757-3249  
Manager: Mr. H. Lam
- 
120. Lambton Technical School  
1065 Brenchley Street  
Suite 308  
Sarnia N7S 1R6  
Telephone: (519) 337-7527  
Manager: Mr. G. Chatzissavas
- 
121. Larocque Bilingual Business College  
276½ Dalhousie Street  
Ottawa K1N 7E6  
Telephone: (613) 236-0443  
Manager: Mrs. E.J. Larocque
- 
122. Leja's Modelling School  
121 Brock Street North  
3rd Floor  
Whitby L1N 4H3  
Telephone: (416) 666-1528  
Manager: Mrs. I. Leja
- 
123. Lincoln School of Welding  
R.R. #2  
Trenton K8V 5P5  
Telephone: (613) 392-4826  
Manager: Mr. E. Jones  
PCEC
- 
124. Loughheed Business College Ltd.  
445 King Street West  
Kitchener N2G 1C2  
Telephone: (519) 579-3160  
Manager: Mr. L. G. Loughheed  
PCEC
- 
125. The Lyda C. Hill School of Modelling and Self Improvement  
68 Scollard Street  
Toronto M5R 1E9  
Telephone: (416) 964-1808  
Manager: Ms. L.C. Hill
- 
126. MacKinnon Business School  
53 Queen Street  
Ottawa K1P 5C5  
Telephone: (613) 233-6567  
Manager: Mrs. F.C. Allin
- 
127. Marguerite Bant Modelling and Finishing School  
159 Lake Street  
St. Catharines L2R 5Y6  
Telephone: (416) 684-8400  
Manager: Ms. M. Bant  
PCEC
- 
128. Marvel Beauty School  
Mail only:  
33 Bloor Street East, 3rd Floor  
Toronto M4W 3H1  
Training:  
33 Bloor Street East  
2nd Floor  
Toronto  
Telephone: (416) 923-0991  
Manager: Mr. H. Hlady
- 
129. McGraw-Hill Continuing Education Center  
330 Progress Avenue  
Scarborough M1P 2Z5  
Telephone: (416) 293-1911  
Manager: Mr. S. J. Kenmuir  
PCEC
-

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130. Meg Daniels Travel School  
322 Queen Avenue  
London N6B 1X4  
Telephone: (519) 432-7353  
Manager: Mrs. M. Daniels
- 
131. Merv Orr's Transport Training School of Cambridge Inc.  
Mail only:  
P.O. Box 3186  
Cambridge-Preston N3H 4S6  
Training:  
4230 Fountain Street North  
Cambridge - Preston  
Telephone: (519) 648-2519  
Manager: Mr. M. Orr  
PCEC
- 
132. Metzler Business School  
Mail only:  
P.O. Box 41  
Kingston K7L 4V6  
Training:  
77 Brock Street  
Kingston  
Telephone: (613) 546-1254  
Manager: Mrs. P. Owen  
PCEC
- 
133. Mississauga International Typewriting School  
90 Dundas Street West  
Suite 205  
Mississauga L5B 1H4  
Telephone: (416) 279-4665  
Manager: Mrs. N.M. Ross
- 
134. Mountain School of Welding  
1495 Upper James Street  
Hamilton L9B 1K2  
Telephone: (416) 383-7827  
Manager: Mr. R. Jolley
- 
135. N-I-B TV Soundstage Inc.  
1055 Yonge Street  
Suite 200  
Toronto M4W 2L2  
Telephone: (416) 921-0808  
Manager: Mr. J. Dickins
- 
136. National College  
5740 Yonge Street, Suite 204  
Willowdale M2M 3T4  
Telephone: (416) 225-6476  
Manager: Mr. D. Scurfield
- 
137. National Institute of Broadcasting  
1055 Yonge Street  
Suite 200  
Toronto M4W 2L2  
Telephone: (416) 921-7811  
Manager: Mr. J.C. Dickins  
PCEC
- 
138. Niagara Commercial College Ltd.  
4509 Queen Street  
Niagara Falls L2E 2L4  
Telephone: (416) 356-3141  
Manager: Mrs. A. Henderson
- 
139. Oaken School of Business, Inc.  
4728 Yonge Street  
Toronto M2N 5M6  
Telephone: (416) 225-2200  
Manager: Mr. B. Berenstein
- 
140. Office Overload Career College  
55 Bloor Street West  
3rd Floor  
Toronto M4W 1A5  
Telephone: (416) 967-7700  
Manager: Mr. K.S. Wilton
- 
141. Ontario Business College  
54 Victoria Avenue  
Belleville K8N 1Z7  
Telephone: (613) 962-0870  
Manager: Mr. A. Greer  
PCEC
- 
142. Ontario School of Upholstery  
185 Limestone Crescent  
Downsview M3J 2R1  
Telephone: (416) 661-9247  
Manager: Mr. J.A. Smith
- 
143. Oshawa Business College  
18 Simcoe Street North  
Oshawa L1G 4R8  
Telephone: (416) 728-0052  
Manager: Mrs. G. Ireland
- 
144. P.T.L. Truck Driving School  
Lot 10, Concession 9  
R.R. #2  
Maidstone  
Telephone: (519) 727-5887  
Manager: Mr. H. Plante
- 
145. Park Business College  
139 King Street East  
Hamilton L8H 1B1  
Telephone: (416) 522-5500  
Manager: Mrs. J. Bodnar
- 
146. Participation Transport Training Centre Ltd.  
480 Lakeshore Boulevard East  
Toronto M5A 1C3  
Telephone: (416) 363-8031  
Manager: Mr. G. Gibson
- 
147. Pebec School of Esthetics and Cosmotology  
209 John Street  
London N6A 1N9  
Telephone: (519) 432-7162  
Manager: Mr. L. Buijs
- 
148. The Practical Business Institute  
Mailing address:  
3038A Bloor Street West  
Toronto M8X 1C4  
Telephone: (416) 239-9919  
Manager: Mr. M.G. Noia
- 
149. Professional Studios—School of Self Improvement and Model Agency  
82 Yarmouth Street  
Guelph N1H 4G3  
Telephone: (519) 836-5630  
Manager: Ms. J. Courtney
- 
150. Professional Studios—School of Self Improvement and Model Agency  
Imperial Building  
189 Mary Street Waterloo N2J 1S1  
Telephone: (519) 744-8841  
Manager: Miss C. Fitzpatrick
- 
151. Progressive Estimating (Vocational School) Ltd.  
Mail only:  
78 Deveron Crescent  
London N5Z 4B5  
Training:  
YMCA/YWCA 1050 Hamilton Road  
London  
Telephone: (519) 681-8841  
Manager: Mr. D.L. Jenkins
- 
152. Radio College of Canada  
243 College Street  
Toronto M5T 2Y1  
Telephone: (416) 598-4004  
Manager: Mr. H.J. Nichol  
PCEC
- 
153. Radio Electronic Television School  
8 Dundas Street West  
Toronto M5G 1B7  
Telephone: (416) 977-7161  
Manager: Mr. J.D. Hatch  
PCEC
- 
154. Retter Business College Inc.  
120 Eglinton Avenue East  
Suite 215  
Toronto M4P 1E2  
Telephone: (416) 481-7111  
Manager: Mr. B.W. Retter
- 
155. Rita Mansfield Agency Modelling and Finishing School  
130 Slater Street  
Suite 950  
Ottawa K1P 6E2  
Telephone: (613) 238-2641  
Manager: Ms. R. Mansfield
- 
156. Runway Model Training Centre  
57 Simcoe Street South  
Oshawa L1H 4G5  
Telephone: (416) 579-6237  
Manager: Mr. D. Brown
- 
157. St. Catharines Business College  
124 Geneva Street  
St. Catharines L2R 4N5  
Telephone: (416) 685-9421  
Manager: Mr. R. Ashley  
PCEC
- 
158. St. Catharines Business College  
31 West Main Street  
Welland L3C 4Z5  
Telephone: (416) 735-6180  
Manager: Mr. R. Ashley  
PCEC
- 
159. The School of Canine Science  
4981 Appleby Line  
R.R. #6  
Milton L9T 2Y1  
Telephone: (416) 335-8093  
Manager: Mrs. C. Gardiner  
PCEC
- 
160. The School of Makeup Art Ltd.  
1290 Bay Street Suite #3  
Toronto M5R 2C3  
Telephone: (416) 961-1300  
Manager: Ms. Y. Bussin
- 
161. The School of Make-up Technique  
274 Avenue Road  
First Floor  
Toronto M4V 2G7  
Telephone: (416) 923-6013  
Manager: Ms. V. Campbell
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162. School of Home Improvements  
68 Colville Road  
Toronto M6M 2Y4  
Telephone: (416) 248-8880  
Manager: Mr. E. Pacia
- 
163. Select Models  
50 St. Paul Street  
St. Catharines L2R 3M2  
Telephone: (416) 684-2258  
Manager: Ms. N. Haskell
- 
164. Shaw Central College  
2436 Yonge Street  
Toronto M4P 2H4  
Telephone: (416) 481-6477  
Manager: Mr. L.H. Porter  
PCEC
- 
165. Shaw Home Study College  
2436 Yonge Street  
Toronto M4P 2H4  
Telephone: (416) 481-6477  
Manager: Miss O. Patterson
- 
166. Stevens Finishing School of Hamilton  
First Place  
350 King Street East  
Suite 207  
Hamilton L8N 1C2  
Telephone: (416) 528-5901  
Manager: Ms. P. Fisher
- 
167. Students School of Custom Upholstery  
495-97 Champagne Drive  
Downsview M3J 2C6  
Telephone: (416) 633-5552  
Manager: Mrs. A. Shapiro
- 
168. Sudbury Business College  
4th Floor  
30 Elgin Street North  
Sudbury P3C 5B4  
Telephone: (705) 673-8213  
Manager: Ms. L. Culliford  
PCEC
- 
169. Sudbury School of Esthetics  
945 Barrydowne Road  
Sudbury P3A 3T9  
Telephone: (705) 560-6602  
Manager: Ms. Y. St. Onge
- 
170. Sutherland-Chan School and Teaching Clinic  
732 Spadina Avenue  
Toronto M5G 2T9  
Telephone: (416) 366-1712  
Manager: Ms. G. Chan
- 
171. Sylvia Reiser Modelling and Self-Development School  
35 Geneva Drive  
Hamilton L9C 3Z4  
Telephone: (416) 389-1455  
Manager: Mrs. S. Reiser
- 
172. Tamiro Consultants Inc.  
278 Jane Street  
Toronto M6S 3Z2  
Telephone: (416) 763-1131  
Manager: Mr. T. Shelton
- 
173. Tax Time Services Ltd.  
1304 Speers Road  
Oakville L6L 2X4  
Telephone: (416) 827-1455  
Manager: Mrs. J.E. Haynes
- 
174. Team One Modelling Agency and School  
274 Avenue Road  
Toronto M4V 2G7  
Telephone: (416) 923-6166  
Manager: Ms. V. Campbell  
PCEC
- 
175. Technitrol Professional Services Inc.  
7290 Torbram Road  
Unit 15  
Mississauga L4T 3Y8  
Telephone: (416) 677-4123  
Manager: Mr. G. Rosenzweig
- 
176. Toronto Bartenders Training School  
617-A Bloor Street West  
Toronto M6G 1K8  
Telephone: (416) 531-3027  
Manager: Mr. R. Robinson
- 
177. Toronto School of Business Inc.  
Mail only:  
Box 1056, Station B  
Willowdale M2K 2T6  
Training:  
5592 Yonge Street  
Willowdale  
Telephone: (416) 883-4611  
Manager: Mr. A.N. Ebedes
- 
178. Toronto School of Floral Design  
2628 Yonge Street  
Suite 2  
Toronto M4P 2J4  
Telephone: (416) 482-3003  
Manager: Ms. M.L. Kruchak
- 
179. The Travel School  
88A Colborne Street  
Brantford N3T 2G5  
Telephone: (519) 756-1322  
Manager: Mrs. C. Munro
- 
180. Tri-County Vocational Driver Training  
300 Colborne Street East  
Brantford N3S 3M9  
Telephone: (416) 756-5552  
Managers: Mr. J. Wynia/Mr. G. Elder
- 
181. Tri-County Vocational Driver Training  
650 King Street East  
Kitchener N2G 2M3  
Telephone: (519) 744-7521  
Managers: Mr. J. Wynia/Mr. G. Elder  
PCEC
- 
182. U & R Tax Services  
118 Roxborough Drive  
Toronto M4W 1X4  
Telephone: (416) 921-8858  
Manager: Mrs. A. Melhuish
- 
183. Universal Mannequenn Fashion School & Model Agency  
463 Richmond Street  
London N6A 3E5  
Telephone: (519) 673-1234  
Managers: George Georgopolous/Debra Georgopolous
- 
184. Verna Williams Modeling and Charm School  
2011 James Street  
Suite 1  
Burlington L7R 1H1  
Telephone: (416) 632-1065  
Manager: Ms. V. Williams
- 
185. Versailles Academy of Make-up Arts & Sciences  
35 O'Connor Street  
Suite 203  
Ottawa K1P 5M4  
Telephone: (613) 235-1825  
Manager: Ms. D. MacIntosh
- 
186. Visage School of Cosmetic Artistry  
Mail only:  
3979 Chesswood Drive  
Downsview M3J 2R8  
Training:  
55 Avenue Road  
(Hazelton Lanes)  
Toronto  
Telephone: (416) 630-7411  
Manager: Ms. C. Baker
- 
187. Weist-Barron School of Television Canada Ltd.  
180 Bloor Street West  
Suite 1004  
Toronto M5S 2V6  
Telephone: (416) 960-3588  
Manager: Ms. M. Lane
- 
188. Westervelt Business School Ltd.  
190 Wortley Road  
London N6C 4Y7  
Telephone: (519) 679-0780  
Manager: Mr. L.G. Loughheed  
PCEC
- 
189. Westervelt Travel Institute Ltd.  
190 Wortley Road  
London N6C 4Y7  
Telephone: (519) 679-0780  
Manager: Mr. L.G. Loughheed  
PCEC
- 
190. Weston Business College  
1778 Weston Road  
Weston M9N 1V8  
Telephone: (416) 247-5741  
Manager: Mr. A. Bhabha  
PCEC
- 
191. Willis Business College Ltd.  
85 O'Connor Street  
Ottawa K1P 5M6  
Telephone: (613) 233-1127  
Manager: Mrs. M.A. Service  
PCEC
- 
192. Zehava School of Esthetics and Cosmetology  
4544 Dufferin Street  
Unit 5  
Downsview M3H 5X2  
Telephone: (416) 633-6330  
Manager: Mrs. Z. Saarony  
PCEC



## Retention and Repayment of Fees

Enrolment in a private vocational school shall be, by means of a contract, approved by the Superintendent of Private Vocational Schools and signed by both the applicant and the school. In the case of a minor below the age of 18, the signature of a guarantor must be included. An original copy of the contract will be held by both parties to the contract.

The following excerpts from Ontario Regulation 881/74, as amended, to the Private Vocational Schools Act, 1974, must be included verbatim on the contractual document.

### *Section 19*

A private vocational school may charge a registration fee which shall not exceed 10 per cent of the total cost of the course of instruction or \$75, whichever is the lesser, and such registration fee shall be applied to the total cost of the course of instruction.

### *Section 20*

(1) Where a person has contracted for a course of instruction at a private vocational school and gives notice in writing by registered mail to the private vocational school at least twenty-one days prior to the commencement date of the course of instruction, of his intention not to commence the course of instruction, the private vocational school shall refund any money paid for or on account of the fees by or on behalf of the person, except for the registration fee referred to in section 19.

(2) Where a person has contracted for a course of instruction at a private vocational school and gives notice in writing by registered mail to the private vocational school at any time prior to the commencement date of the course of instruction, but less than twenty-one days prior to such commencement date of his intention not to commence the course of instruction, the private vocational school shall refund any money paid for or on account of the fees by or on behalf of the person except,

- a) the registration fee under section 19; and
- b) per cent of the fees for the whole course of instruction.

(3) Where a person has contracted for a course of instruction at a private vocational school and gives notice in writing by registered mail to the private vocational school after the commencement date of the course of instruction, of his intention to cease taking the course of instruction, the private vocational school shall refund any money paid for or on account of the fees by or on behalf of the person except,

- a) the registration fee under section 19;
- b) the proportion of the fees for the whole course of instruction that the part of the course of instruction supplied and serviced up to the time of receipt of the notice bears to the whole course of instruction; and
- c) 10 per cent of the difference between the fees for the whole course of instruction and the proportion of the fees that the part of the course of instruction supplied and serviced up to the time of receipt of the notice bears to the whole course of instruction.

(4) Where it is necessary for a private vocational school to supply equipment in addition to written material for a course of instruction and the equipment is supplied to a person and the private vocational school receives from the person a notice under subsections 1, 2 or 3, the private vocational school may make a charge, not exceeding the equivalent retail cost to the private vocational school, for the equipment or for the use thereof, as the case may be, except where the person returns all the equipment to the private vocational school unopened or as issued, within ten days of the receipt of the equipment by the person.

### *Section 23*

Where a private vocational school is required to refund any money under sections 20, 21 or 22, the private vocational school shall refund the money to the person entitled within thirty days of the receipt by the private vocational school of the notice referred to in sections 17, 20 and 21, as the case may be. O. Reg. 881/74, s.23.

### *Section 23a*

(1) Where a private vocational school has after the commencement date of a course of instruction dismissed a student due to academic failure, contravention of a school regulation, misconduct or failure to pay the required fees under a written contract for a course of instruction and the private vocational school has satisfied the Superintendent that the dismissal was for good cause, the private vocational school shall refund any money paid for or on account of the fees by or on behalf of the student except,

- a) the registration fee under section 19;
- b) the proportion of the fees for the whole course of instruction that the part of the course of instruction supplied and serviced to the date of dismissal bears to the whole course of instruction; and
- c) 10 per cent of the difference between the fees for the whole course of instruction and the proportion of the fees that the part of the course of instruction supplied and serviced to the date of dismissal bears to the whole course of instruction.

(2) Where a private vocational school has dismissed a student under subsection 1, the private vocational school may retain, in addition to the moneys referred to in subsection 1, an amount required to repair or replace any property of the private vocational school that has been damaged or destroyed as a direct result of the action or conduct of the dismissed student and the private vocational school has satisfied the Superintendent that such damage or destruction was caused by the willful action of such student. O. Reg. 485/77, s. 6.